



## MEMORIAL HALL LIBRARY BOARD OF TRUSTEES MEETING AGENDA AND MINUTES

Meeting Date: Wednesday, November 12, 2014, 4pm

Minutes Approved: December 10, 2014

Location: Memorial Hall, Memorial Hall Library, 2 N. Main St, Andover

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### **Agenda --Trustees Meeting, November 12, 2014**

#### Minutes

- Approve October minutes
- Post Executive Session minutes from March 10, 2010

#### Treasurer's Report(s)

- Accept October Treasurer's report(s)

#### Introduce Selectman and FinCom liaisons

#### Director's Update

- CIP

#### Assistant Director's Report

- Landscape planning

#### Old Business

- Valuation of art work for insurance purposes

#### New Business

- Staff holiday party

#### Adjournment

#### **Next meeting(s):**

December 10

January 14

February 11

March 11

April 8

May 13?



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### Minutes - Trustees Meeting, November 12, 2014

**Present:** Karen Herman, Tony Straceski, Larry Lamagna, Mark Yanowitz, Carolyn Fantini, Molly Foley, John Hess, Beth Mazin, Susan Katzenstein and Selectman Mary O'Donoghue

**Minutes:** **The Minutes of the October meeting were accepted.**  
Beth will review with Town Counsel the appropriate way to refer to a patron in the Minutes, especially in the case of violations. She will also ask him to appropriately redact the minutes of the Closed Executive Session of March 10, 2010.

**Treasurer Report:** **The Treasurer's Report as of October 31, 2014 was accepted.**  
**The Board agreed to an investment strategy that Larry proposed.**  
He advised that another Trustee without signing or trading authority should review financial statements every month. Carolyn accepted this responsibility.

#### Introduction of Selectwoman liaison:

Beth introduced Selectman Mary O'Donoghue to the Board. Mary said that the Selectmen often hear how well the Library is run and how it has become a Community Center. She is pleased to be the liaison and will happily assist Beth and the Trustees when necessary.

#### Director's Update

- The Roof Deck, a Plant and Facilities article (Major Town Project), is included in the Town Manager's Recommended Capital Improvement Program fy2016-fy2020.
- The Library's \$50,000 renovation article request (Lib-1) has been reduced to \$25,000.

#### Assistant Director

- Landscape Planning  
Samantha's Gardens has been asked to provide a quote to maintain the Library's gardens.  
The Landscape Committee is working on a plan for the north side of the building.

#### Old Business

- Karen, Beth and Vicki have finished the inventory of art at the Library. Skinners will help to evaluate what pieces should be scheduled for insurance.

#### New Business



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- **The Board voted to approve \$600 for the Staff holiday party.**
- **The Board voted to approve the funding for holiday lighting on the front and back sides of the library.**

Adjournment at 5:30 pm.

The next meeting will be Wednesday, December 10, 2014 at 4pm.

Respectfully submitted,

Carolyn Fantini